



Colorado Department
of Public Health
and Environment

QUARTERLY EXERCISE INSTRUCTIONS:

Step One: Establish the **Hazard Priorities** for this facility:

1. Locate the All-Hazards Region the facility is located in from the list on the left-hand side of the chart, and highlight the corresponding row.
2. Copy the **Hazard Priorities** from the **Risk Assessment Planning Matrix** into the **Hazard Priorities Box** on the **Quarterly Exercise Schedule** and the **Exercise Tracking Log**
3. Locate each of the **Hazard Priorities** from the list across the top of the chart and highlight them. **Facility Fires**, **Wildfires**, and **Winter Storms** have already been completed.

Step Two: Fill in the **Quarterly Exercise Schedule** form:

1. Each of the **Hazard Priorities** must be exercised at least once a year. Divide the year up into quarters and assign a quarter to exercise each priority. Use the key on the chart to fill in the assignments.

Note: Fire Drills fall under separate rules, and have already been filled in.

2. Group hazards together by potential secondary impact. This increases the effectiveness and efficiency of the exercise, and allows the facility to exercise more hazards.

Examples include:

- Drill for power loss during a flood
- Staff shortage during a blizzard

3. **Fire Drills** must be conducted at least *ONCE per SHIFT per QUARTER* to meet Federal Life Safety guidelines [*LSC 18.7.1.2* (existing) and *LSC 19.7.1.2* (new)]. Check with local fire departments for additional regulations. Because of this, **Facility Fires will always be the first hazard priority!**

Step Three: Fill in any extra **High Risk** hazards:

1. Facilities may choose to exercise additional high-risk hazards. Fill in any additional exercise priorities for the facilities, using the guidelines above. When making this determination, remember:
 - All **High Risk** hazards (rating of **3**) should be exercised at least once a year and reviewed with staff annually.
 - All **Medium Risk** hazards (rating of **2**) should be exercised at least bi-yearly and reviewed with staff annually.
 - All **Low Risk** hazards (rating of **1**) should be reviewed annually, and exercised at the discretion of the facility manager. When in doubt, exercise the plan!
2. Critical Hazards identified in the State Emergency Operations Plan have been lightly shaded in for easy reference.

Step Four: Practice and Record Progress:

1. Partner with other facilities, local emergency planners, or the region and state for additional resources and exercise opportunities.
2. Use the **Exercise Tracking Log** with this sheet to keep track of what has been exercised and what has not.
 - The **Exercise Tracking Log** should be stored in the appropriate section of the facility's Emergency Operations Plan (EOP).
 - The **Hazard Priorities Box** is also on this sheet; don't forget to fill it in!



HAZARD ANALYSIS TOOLKIT EXERCISE TRACKING LOG - CONFIDENTIAL

[Facility Name] Exercise Tracking Log													
Year	Shift	Quarter One			Quarter Two			Quarter Three			Quarter Four		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2009	Shift 1	Be sure to log: Date, Hazard and Supervisor Signature											
	Shift 2												
	Shift 3												
2010	Shift 1												
	Shift 2												
	Shift 3												

Hazard Priority Box: Fill these boxes in using the original box in Section 2 of the **Hazard Analysis Toolkit** (www.healthfacilities.info)

Priority One Facility Fire	Priority Two Winter Storm	Priority Three Wildfire	Priority Four [Critical Hazard]	Priority Five [Critical Hazard]	Priority Six [Critical Hazard]	Priority Seven [Critical Hazard]	Priority Eight [Critical Hazard]
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